

May 7, 2004

Lila Anson
US Army Corps of Engineers - Omaha District
106 S. 15th Street
Omaha, NE 68102-1618
Ref: Solicitation No. W9128F-04-T-0017
Subject: Request for Information (Questions)

Dear Mrs. Anson:

Please provide answers to the following questions:

1. Is the solicitation currently under contract? - **Yes**
 - A. If Yes, please provide name of current contractor
KST Services
10745 Mockingbird Dr
Omaha NE 68127
 - B. If Yes, please provide current contract amount and contract period
Option Year 4 - \$279,079
Option Year 4 expires July 21, 04
 - C. If Yes or No, the number of FTE's currently utilized to perform the Statement of Work
4 FTE's
2. Please define your requirements for the term "Litigation Sufficient"
Litigation Sufficient documents consists of those records necessary under the Rules of Evidence to support the cost incurred. For commercial payments a complete voucher would consist of evidence of an obligation (usually some type of contractual agreement), receiving report, invoice and proof of payment (disbursement voucher identifying check or EFT payment - DOV). For travel payment the voucher would contain the travel order, traveler's request for reimbursement (to include receipts for lodging, car rental etc) and proof of payment (DOV). For labor charges the voucher consists of the employee's labor voucher signed by the supervisor. In-house vouchers consist of the request for services and the distribution voucher.
3. Estimated/projected number of projects/site files to be processed in a calendar year
It is very difficult to estimate the number of projects/site files. On an average, approximately 20 site files are updated monthly. However 3-4 boxes of records may be generated on one project and only a small folder on another. The number of project that can be updated in a year is also dependent on the number of actual recovery requests we receive from EPA and/or DOJ.
4. Estimated FTE's required to perform item 3 above.

Under the current contract there are 4 FTE's to perform all functions for the Superfund program. The update of project files is suspended when a recovery request is received and all effort is devoted to recovery.

5. Wage Determination No., Revision to be utilized for this solicitation
It will be the same wage determination no. If it is updated before award, an amendment would be issued to reflect any changes.

6. Occupation Code, Title and Level to be utilized to perform this solicitation. 01014

7. Equipment - Please define the equipment to be provided by the Government.

The government will only provided the computer, monitor and keyboard for each position. The government will also provide the necessary software to perform all functions to include email service. (Section C, para. C-13.)

8. Equipment - Please define the equipment to be provided by the contractor

The contractor is to provide all other equipment that includes but is not limited to: printers, copier equipment, adding machines, paper shredder, desks, chairs, and security system. (Section C, Para. C-3.f., C-3.g., C-11.b. and C-11.d.)

9. Materials - - Please define the equipment to be provided by the Government.

See number 7 above.

10. Materials - - Please define the materials to be provided by the contractor

The contractor will provide all office supplies. The major ticket items will be paper, toner, and accordion folders. Color-coded tabs are also used extensively to flag missing documents.

11. Materials - - Please define the materials to be provided by the Government.

The government will provide boxes to be used to transfer files to/from the Government. Generally this will occur when a recovery action is initiated or a project is finalized. The government will also develop and provide "how to" manuals, detailing the document requirements and how to retrieve and assemble them.

12. Supplies- - Please define the supplies to be provided by the Government.

See number 10 above.

13. Supplies- - Please define the supplies to be provided by the contractor.

See number 11 above.

14. Facility - Please provide contractor provided facility requirements to support solicitation
A. Location

Contract requires the facility to be located within 50 miles of the government's office located at 12565 West Center Road. Because of the number of trips made between the two offices, the closer the location the better. (Section C Para. C-11.a.)

B. Square footage

The government is not dictating the square footage required. The contractor is required to provide the space necessary to support a full time staff of 4 FTE, space to accommodate up to 3 additional positions under Line Item 0003. Current record storage is approximately 650 cubic feet. The contractor must be capable of maintaining 700 cubic feet of storage for existing records and accommodate an increase in record storage of approximately 25%. (Section C-6, para. C-11.d.)

C. Loading dock height specifications, if required.

None required.

D. Material storage equipment, i.e. storage racks, pallets

No requirements were specified. Contractor must be able to readily access any records maintained. Current contractor uses a combination of storage racks and file cabinets.

E. Material Handling Equipment, i.e., Forklift, Pallet Jacks, Dollies, Conveyer Belts

No requirements were specified, however a dolly would be beneficial.

15. Estimated duration that files will be stored at the contractors facility before transferring the site file records to the Federal Records Center.

Once the project has been officially closed, and the contractor has completed the site file, the file can be transferred to the COR. The COR will perform a final QA and initiate the retirement action. However, it should be noted that some of the larger projects remain open for several years and until the entire project is complete, the contractor will be required to maintain all the associated records.

16. Please define what you mean in the statement "Travel will be conducted at any U.S. Army Corps of Engineers office located in the (50) United States."

Little or no travel is anticipated. There is a remote possibility that the contractor will be called upon to testify at a court hearing (this has never occurred). Should the government exercise the option portion of the contract, to accommodate a recovery action under the Formerly Used Defense Sites (FUDS) program, travel may be required to retrieve documents from any of the Corps offices identified in Appendix A-1.

17. File Transfer to contractor facility
A. Mode of transfer, i.e. truck, air

Transfer usually involves from 1 to 12 boxes of records. The current contractor uses their personal vehicle. The government reimburses them at the current local mileage rate of .375. For larger volumes of records, the government will provide for the transfer of records. Shipment of records to EPA or DOJ is handled by the COR not the contractor.

- B. Arranger -define entity responsible, i.e., contractor, government or other
- C. Expenses - define entity responsible, i.e., contractor, government or other
 - 1) If contractor, please define how, who, when and method file transfer costs will be paid.

18. File Transfer to Federal Record Center

Transfer of records to the Federal Records Center is the responsibility of the government.

- D. Mode of transfer, i.e. truck, air
- E. Arranger -define entity responsible, i.e., contractor, government or other
- F. Expenses - define entity responsible, i.e., contractor, government or other
 - 2) If contractor, please define how, who, when and method file transfer costs will be paid.

19. Please define contractor's responsibilities under Travel and Associated expenses

Should travel be required, the contractor is responsible for making all the travel arrangements for his/her staff. This includes airline reservations (coach), hotel accommodations, rental car, meals etc.). Travel entitlements are limited to those placed upon government employees under the GSA travel guidance. The government will provide the contractor with the information regarding maximum allowances for lodging, meals etc. The contractor is responsible for the payment of all travel expenses incurred by his/her staff. Upon completion of the travel, the expenses incurred can be included in the monthly bill or a separate billing for the travel expenses can be submitted.

20. Please define contractor's anticipated costs under Travel and Associated expenses
If travel costs are to be paid by contractor please define how, who, when and method travel costs will be paid.

As stated early, except for the FUDS program, any travel will be nominal. We only anticipate the need for “local travel”, to reimburse the contractor for mileage associated with the transfer of records to the Corps’ office. Should the contractor be directed to document a FUDS project, the contractor could be directed to send a team of up to 3 people to any of the various Corps offices identified in Appendix A-1. A FUDS project could require 2 or 3 weeklong trips.

21. Please define contractor's anticipated associated expenses required to assemble cost documentation files.

The major expense will be associated with labor, paper and toner. The contractor’s staff will be extracting records from the CEFMS accounting system. For each month the project is active, the contractor will generate a transaction listing. The listing will identify the various documents associated with the cost incurred that month (contract, travel, in-house, labor). Some project will be heavy in contract cost, others heavy in labor. A contract payment will involve 3-4 pages, travel 6 or more, in-house 2 and labor 2 (Some variation can occur). Once the documents are assembled, a list is generated identify all the invoices and travel receipts needed. The contractor will then utilize the government optical disk imaging system to try and retrieve the required documents. The list of all the documents that could not be found is then sent to the government’s COR who in turn contacts the associated Corps office to retrieve those records.

22. Please define how, who, when and method the contractor's expenses to assemble cost documentation files will be paid.

The contract is a fixed price contract. The contractor will be paid a flat amount each month. The contractor is required to provide the number of hours they have identified in Section B Price Schedule of Services. Should an unexpected vacancy develop, the contractor will be required to adjust the invoice as identified in Section H-1 para. H-3.

23. Please define contractor's anticipated associated expenses required to maintain cost documentation files.

Maintaining files consist mainly of storage. Once the file is assembled, no one will be using the file until a cost recovery case is initiated. At that time, the file will be copied and returned to storage.

24. Please define how, who, when and method the contractor's expenses to maintain cost documentation files will be paid.

See number 22 above.

25. Which entity (contractor or government) is responsible for costs/expenses associated with duplicating site files for submission to EPA or DOJ.

The contractor is responsible for the copy, redacting, highlighting of the site file.

Per our discussion of today, you indicated that the government might opt to respond to my questions by telephone. Should the government select the telephone as the method to respond to my questions I may be contacted at (303) 756-4088 Monday through Friday during normal business hours.

Your expeditious response to the above questions is appreciated.

Jack L. Choice
President - Choice Enterprises
(303) 756-4088